Considerations When Completing an ENGAGE 2.0 Evaluation



Purpose and Benefits of the Evaluation

1. Identify top performers across the State of Missouri

- Evaluations help us measure performance and recognize top performers
- Evaluations help identify team members that may be ready for a more challenging role

2. Create a deeper, more meaningful development conversation

- The evaluation helps supervisors consider the results, behaviors, and growth mind set of team members. The evaluation also considers the strengths and development areas of team members. This information helps them come to ENGAGE conversations with a big picture view of each person's unique needs
- The strengths and development section serves as a way to thoughtfully track development goals and progress

3. Help team members understand supervisor expectations

meeting the expectations of their role."

• Supervisors share evaluation data with team members twice a year. The data will help team members understand how they are performing. It will help them understand their strengths, and where they may need to further develop

		Evaluation Survey Questions
(1	"Based on my observations, this person always delivers excellent results in their day-to-day role."	Question 1 captures the results this person delivers in their role. Is this person's work consistently better than expected? Can you count on this person to do the tough jobs right the first time, every time?
(2	"Based on my observations, this person always goes above and beyond their normal job responsibilities."	Question 2 captures how this person gets results. Does this person always go the extra mile? Is this person a role model to others? Do they get results at the expense of others?
3	"Based on my observations, this person consistently demonstrates a commitment to grow and learn."	Question 3 captures this person's level of commitment to growth and development. Does this person seek out learning opportunities on their own? Do they look for challenging projects?
	"Based on my observations, this person is at risk for not	Question 4 serves as a flag for team members who may need more support or coaching to meet the

expectations of their role. Is this person consistently late? Are their work products below expectations?

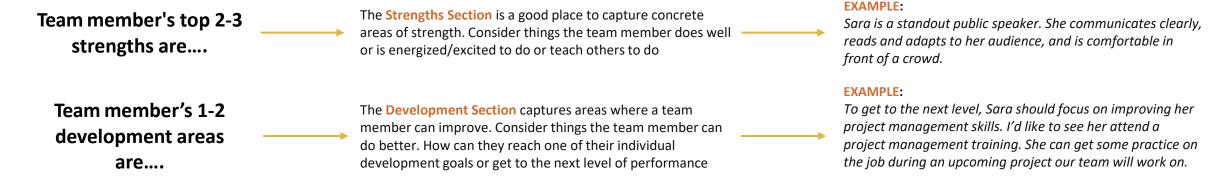
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Evaluation Survey Questions: Strength & Development Areas

Questions in this section help you identify important discussion points about a team member's unique strengths and development areas for ENGAGE and REFLECT conversations.

If you need to report any ethical violation such as sexual harassment, abuse, or equal opportunity violations, please contact your local HR.



Evaluation Rating Scale Examples Rating Scale Description This person may meet some of their objectives, but overall does not meet the performance expectations of their role. Immediate action is 1 | Strongly Disagree **required** to improve performance and/or behavior. "this person always delivers This person may have met some objectives, but has not consistently met all the objectives of the role. Person needs to develop and improve 2 | Disagree skills, knowledge, or behaviors and attitudes to perform effectively in the role. Question 1 3 | Neutral This person delivers the expected results in their day-to-day role. The person demonstrates the behaviors and attitudes expected of the role. This person consistently delivers better than expected results in their day-to-day role. This person produces greater than expected results for the 4 | Agree team. This person consistently demonstrates the behaviors and attitudes expected of their role. This person's performance is consistently above and beyond expectations. This person is recognized by others for his/her contributions. This 5 | Strongly Agree person produces results that positively impact areas outside of the immediate team. This person demonstrates behaviors and attitudes that serve as an example to others.

Questions? Email engage@oa.mo.gov or call the Talent Management Help Desk at 573-526-4500

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Evaluation Rating Scale Examples Continued

beyond their normal job"

Rating Scale Description

and attitudes that serve as an example to others.

lai job	1 Strongly Disagree	This person may meet some of their objectives, but overall does not meet the performance expectations of their role. Immediate action is required to improve performance and/or behavior.
	2 Disagree	This person may have met some objectives, but has not consistently met all the objectives of the role. Person needs to develop and improve skills, knowledge, or behaviors and attitudes to perform effectively in the role.
	3 Neutral	This person delivers the expected results in their day-to-day role. The person demonstrates the behaviors and attitudes expected of the role.
your cit	4 Agree	This person consistently delivers better than expected results in their day-to-day role. This person produces greater than expected results for the team. This person consistently demonstrates the behaviors and attitudes expected of their role.
מ	5 Strongly Agree	This person's performance is consistently above and beyond expectations . This person is recognized by others for his/her contributions . This person produces results that positively impact areas outside of the immediate team . This person demonstrates behaviors and attitudes that serve as an example to others .

commitment to grow and learn" "consistently demonstrates a

Rating Scale	Description	
1 Strongly Disagree	This person does not try to grow and learn, even when directed. Immediate action is required to improve performance and/or behavior.	

I Strongly Disagree	This person does not try to grow and learn, even when directed. Infinited attention is required to improve performance and/or behavior.
2 Disagree	This person grows and learns, when directed. This person needs to develop and improve skills, knowledge, or behaviors and attitudes to perform effectively in the role.
3 Neutral	This person demonstrates a commitment to grow and learn in their role. The person demonstrates the behaviors and attitudes expected of the role.
4 Agree	This person consistently seeks opportunities to grow and learn individually . This person consistently demonstrates the behaviors and attitudes expected of their role.
E I Constant Assess	This person consistently seeks opportunities to grow and learn individually and to positively impact others. This person demonstrates behaviors